

State of California CIWMB 303b (New 1/06)	Note: Shading has been used to show where additions or deletions have been made. Strikeouts show text that has been deleted whereas italicized print shows text that has been added.	California Integrated Waste Management Board
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Non-Lead Agency¹ Form 303b Household Hazardous Waste Collection Information For Fiscal Year 2005-2006

¹If your jurisdiction or agency did not have or was not the Lead for an HHW collection program, you will complete the Non-Lead Agency Form 303b

Section A. Reporting Requirements:

Purpose of Forms 303a and 303b

Each jurisdiction in California is mandated to complete Forms CIWMB 303a or 303b annually, with the amount of household hazardous waste (HHW) collected and its method of management reported on the Form 303a (California Code of Regulations, Title 14, Sections 18751.2). The Forms 303a and 303b specifically fulfill the reporting requirements of the Household Hazardous Waste Element of the California Integrated Waste Management Board’s (CIWMB) Countywide Integrated Waste Management Plans. The Forms 303a and 303b are also regulated to satisfy the Department of Toxic Substances (DTSC) directive (Health and Safety Code Section 25218.10) to collaboratively maintain HHW volume totals with the Board for all HHW collection events, facilities, and programs within the State.

The completed Form 303a provides the total waste volume amounts collected for all HHW programs (including permanent, temporary, recycle only, mobile, door to door, and any other type of collection program the jurisdiction identifies as part of their HHW collection program) that were sponsored in the previous fiscal year, starting July 1 of the previous year and ending June 30 of the current year. The completed Forms 303a and 303b **must be sent to the DTSC** on or before **October 1 of each year**.

Who must fill out the Forms?

Each jurisdiction must fill out a Form 303a or 303b. If your jurisdiction or agency **was the Lead** for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form 303a. If your jurisdiction or agency **did not have a** *permitted* HHW collection program during the previous fiscal year, or you were **not the Lead** for the collection program, you will complete the Non-Lead Agency Form 303b to satisfy the regulatory requirements. You may download the complete Lead Agency or Non-Lead Agency forms at <http://www.ciwmb.ca.gov/hhw/Reporting/default.htm> or contact DTSC at (916) 323-9618 to have one sent to you.

Where do I send my completed Form?

Completed forms shall be submitted electronically to the DTSC as an email attachment to **form303@dtsc.ca.gov**. You must first save the completed spreadsheet on your own computer under a new name. Use a name that will uniquely and clearly identify your jurisdiction or agency such as form303sacramento.xls, for example. Then, send the newly named completed spreadsheet as an E-mail attachment to the address above.

Upon request to the CIWMB, you may be exempted from filing electronically, and instead print out the completed spreadsheet and mail it to:

Department of Toxic Substances Control (DTSC)
Household Hazardous Waste (HHW) Unit - Form 303
P.O. Box 806
Sacramento, CA 95814-0806

Section B. Non-Lead Agency Information:

Name of Public Agency Reporting:					
Jurisdiction/Agency Sponsoring Program (Who is the Lead agency that handles or sponsors your jurisdiction's HHW?):					
Reporting Agency Mailing Address:					
City:		Zip code:		County:	
Reporting Agency Contact for HHW info:				Phone Number:	
Fax Number:		Email Address:			

Section C. Universal Waste Volumes:	
Instructions:	<i>Complete this section if your Non-Lead agency/jurisdiction ran or held a community clean-up event at which univeral waste was accepted and/or which has initiated battery and/or lamp collection programs outside the Lead agency's HHW collection program and, thus, collection will not be reported by another agency.</i>

Material Type		Pounds Collected by Program Type										Pounds Disposed / Diverted by Management Method						
		Permanent Facility	Temporary (periodic) Facility	Mobile Facility	Recycle-only Facility	Door to Door (residential) Program	Curbside Program (other than oil)	Load Check	Other (name)	Total Weight Collected (in pounds)	Destructive Incineration	Fuel Incineration	Landfill	Neutralization / Treatment	Recycled	Reused	Stabilization	Total Pounds Disposed / Diverted
Universal Waste (UW) *	Mercury containing thermostats / automotive switches / thermometers / and novelties									0								0
	Mercury containing waste (other)									0								0
	Fluorescent tubes/bulbs									0								0
	Rechargeable batteries									0								0
	Other batteries									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Waste (UW)	Covered Electronic Devices									0								0
	Universal Waste Electronic Devices									0								0
	subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Empty Aerosol Containers (UW)	Empty aerosol containers									0								0
Other UW	(name) _____									0								0
	UW Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
* To be considered Universal Waste, all waste in this category except for batteries, must be managed by recycling. Energy recovery or fuel incineration is not considered recycling. If the waste cannot be managed by recycling, it is not universal waste and must be managed as a hazardous waste. The completed Disposed/Diverted Management Methods section will show whether or not wastes were managed as a universal waste.																		